CITY OF JOPLIN, MISSOURI

BID PACKAGE

#2026-RFP-07

for

BUILDING AND PROPERTY APPRAISAL SERVICES

JOPLIN HUMAN RESOURCES/RISK DEPARTMENT
602 S. MAIN STREET
JOPLIN, MO 64801

NOTICE TO BIDDERS

The City of Joplin, Missouri will accept sealed bid proposals until **Friday, January 16, 2026 at 3:00 p.m. CST** at the address listed above to PURCHASE the following:

BUILDING AND PROPERTY APPRAISAL SERVICES

Proposals received after the deadline or that fail to fully comply with RFP requirements expressed herein will be rejected. There is no expressed or implied obligation for the City of Joplin to reimburse bidders for any expenses incurred in preparing or delivering proposals in response to this request.

The City reserves the right to:

- Accept or reject any portion of any proposal or waive any irregularities/allow corrections of errors or omissions without cause for liability
- Request additional information or clarification from proposers
- Cancel this RFP if we determine this serves the City's best interests
- Negotiate with selected Bidders regarding pricing and fee structures and all other aspects of the Proposals.

All information included in a Proposal may be incorporated, at the City's sole option, into the contract to be entered into between the City and the successful Bidder (as hereinafter defined). Any contract from this RFP will be awarded without discrimination based on race, ethnicity, national origin, religion, age, gender, sexual orientation, or veteran status. The City encourages minority and female owned businesses to submit a proposal.

Leslie Haase, CPA
Finance Director

Publication Date: **December 13, 2025**

INSTRUCTIONS TO BIDDERS

PROPOSAL SUBMISSION

To be considered, one (1) completed proposal and forms (plus two additional copies of the full proposal only) must be signed and enclosed in a **SEALED** ENVELOPE. On the outside of the envelope, include the **RFP number** and title **Building and Property Appraisal Services**, plus **your Bidder's name and address**.

Mail or hand deliver proposals no later than 3:00 p.m. CST on Friday, January 16, 2026 to:

City of Joplin
ATTN: Michelle Ducre
Director, HR/Risk Management
602 S. Main Street, 1ST Floor
Joplin, MO 64801

Each proposal shall consist of one (1) original proposal including all attachments and signed documents plus 2 copies of the full proposal. **Submit the original proposal in a binder with an index and tabs clearly identifying each section of your proposal.** Do not staple or submit proposals in any other type of binding. For the additional two copies, you may include an index and tabs and use a binder clip for each proposal.

It is the responsibility of the bidder to ensure that their proposal complies with the ***Instruction to Bidders***. If mailing proposals, allow ample mail delivery time to ensure timely receipt of the proposals. Proposals received after 3:00 p.m. CST on January 16th will not be opened or considered. Proposals cannot be accepted by facsimile or email transmittal.

QUESTIONS

All questions must be submitted in writing to Michelle Ducre, Director, HR and Risk Management, no later than 12:00 P.M. (CST) on December 29, 2025, via email hr@joplinmo.org. Responses will be provided by the next business day. Responses to all questions will be posted via addendum by end of day on January 9, 2026 on our website http://www.joplinmo.org/bids.aspx

AMENDMENTS TO RFP

In the event it should be necessary to revise any portion of this RFP, addenda will be provided to all proposers who received the original RFP from the City of Joplin. This does not relieve the submitting Bidder the responsibility of regularly checking the City website listed below for updates regarding any addenda associated with this proposal request. Addenda are available on our website at: http://www.joplinmo.org/bids.aspx. If you received this RFP by means other than the bid system, you must furnish your Bidder name, address, and telephone number to the Director, HR and Risk Management identified in the Proposal Instructions section in order to receive any addendum to this RFP. Proposers shall acknowledge receipt of each addendum issued in the space provided on the RFP form.

PURPOSE

The City of Joplin is seeking proposals from qualified Bidders to provide professional services for the valuation assessment of city-owned buildings and facilities. Services shall include researching properties, inspecting, valuation, inventory and cataloging of assets, and pictures of properties and contents. This assessment will assist in determining the current market value of these structures, properties and contents for insurance replacement or rebuilding purposes. The City's property liability policy period is from April 7th to April 6th annually.

This RFP provides prospective companies with sufficient information to enable them to prepare and submit proposals for consideration by the City of Joplin (hereafter referred to as "the City") to satisfy the needs as outlined in the scope of services.

BACKGROUND

The City of Joplin owns a diverse portfolio of over 100 buildings and properties, including administrative offices, parks and recreational facilities, public safety and public works plants. These are included in an excel spreadsheet called a Statement of Values (SOV). However, the City does not have adequate records or asset management system with historical records of deeds and purchase records in a centralized location. A copy of the SOV will be made available in the City's bid website http://www.joplinmo.org/bids.aspx

KEY DATES AND TIMELINE

RFP ACTIVITY	DATES
Release and advertisement of RFP	December 13, 2025
Deadline for submission of questions	December 29, 2025 at 12:00 P.M. CST
Proposal submission deadline	Friday, January 16, 2026 at 3:00 P.M. CST
Interviews	Thursday, January 22, 2026
Award Notice	February 2026 - pending City Council authorization

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MARK BID ENVELOPES: "Bid #2026-RFP-07 - Building and Property Appraisal Services, 03:00 P. M., Friday, January 16, 2026"

CITY OF JOPLIN, MISSOURI

TERMS AND CONDITIONS

QUALIFICATIONS:

All bidders shall be licensed, insured, and bonded and shall furnish satisfactory evidence to the City that they have previously performed/provided the types of services as specified below.

LAWS AND ORDINANCES, REGULATIONS, LICENSING FEES:

Bidders shall conform to all rules, regulations, ordinances, laws, or directives set forth by the City of Joplin and/or the State of Missouri.

NON-DISCRIMINATING:

The Bidder, its employees, and subcontractors, agree not to commit unlawful discrimination and agree to comply with applicable provisions of the U.S. Civil Rights Act and Section 504 of the Federal Rehabilitation Act, and rules applicable to each. Failure to comply with this provision may result in rejection of proposal.

TERMS/CANCELLATION AND DAMAGES:

This contract may be terminated by either or both parties upon thirty (30) days written notice or upon mutual agreement of both parties.

If the City, because of the Bidder's breach, terminates this Contract, the City shall have the right to purchase service elsewhere and to charge the Bidder with any additional cost incurred.

Notwithstanding the above, the Bidder shall not be relieved of any liability to the City for damages sustained by virtue of any breach of this contract by the Bidder and the City may withhold any payments to the Bidder until such time as the amount of such damages due the City from the Bidder shall be determined.

PRICING:

This request for proposal is a one (1) time appraisal of approximately one hundred or more different City facilities and/or properties and contents, exercised at the sole discretion of the City of Joplin, Missouri.

RENEWAL & EXTENSION:

The successful Bidder will be awarded a one (1) time agreement effectively on the date of award.

AWARD REQUIREMENTS:

Once the City Council (Governing Body) has approved the awarding of the contract to the selected Bidder, City and Bidder will sign a contract agreement per terms and conditions furnished by the City of Joplin's legal office. The Bidder shall provide a copy of its current certificate of general liability, workers compensation, professional liability insurance.

CONTACT WITH CITY OF JOPLIN PERSONNEL:

As specified above, all contact with the City should be channeled through the Director, HR and Risk Management. No contact with other City employees, officials, or City Council members is to be made by responding proposers throughout the entire process.

RESPONSE MATERIAL OWNERSHIP:

All proposals become the property of the City of Joplin, Missouri upon receipt and will only be returned to the proposer at the City's option. Selection or rejection of the proposal will not affect this right. The City shall have the right to use all ideas or adaptations of the ideas contained in any proposal received in response to this RFP. Disqualification of a proposal does not eliminate this right.

PROPRIETARY INFORMATION:

All material submitted in response to this RFP will become public record and will be subject to inspection after an Intent to Award notice is issued. Any material requested to be treated as proprietary or confidential must be clearly identified and easily separable from the rest of the proposal. Such request must include justification for the request and approval by the City Clerk. Neither cost or pricing information nor a total proposal will be considered proprietary.

CONFIDENTIALITY:

The Bidder agrees that it will not permit the disclosure or duplication of any information received from the City or stored on City systems unless such disclosure or duplication is specifically authorized in writing by the City, or as required by law.

The City agrees that it will not disclose or duplicate any information designated in advance by the Bidder as "Confidential/Proprietary" information to any person (other than City personnel who must have access to such information) unless such duplication, use or disclosure is specifically authorized in writing by the Bidder or is required by law. The term "Confidential/Proprietary" does not include ideas, techniques, or concepts that are in the public domain.

EVALUATION RIGHTS:

The City reserves the right to: a) reject any or all proposals, or to make no award, b) require modifications to initial proposals, c) make partial or multiple awards, or d) further negotiate costs submitted in proposals. The City reserves the right to award the contract in any manner deemed in the best interest of its citizens.

REJECTION OF PROPOSALS:

The City of Joplin reserves the right to reject any or all proposals received in response to this RFP, or to cancel this RFP if it is in the best interest of the City to do so. Failure to furnish all information or to follow the proposal format requested in this RFP may disqualify the proposal. Any exception to the Scope of Work must be identified in the proposal.

INCURRING COSTS:

The City of Joplin shall not be obligated or be liable for any cost incurred by proposers prior to issuance of a contract. All costs to prepare and submit a response to this solicitation shall be borne by the proposer.

SUBMISSION OF PROPOSALS AND SUPPLEMENTAL MATERIALS:

Proposals shall be submitted to the Human Resources/Risk Office. If supplemental materials are required or requested, then they must be submitted to the Human Resources/Risk Office as part of the proposal. Supplemental materials will not be accepted after the proposals have been opened, unless requested by the Human Resources/Risk Office. Submission or distribution by the Bidder of unsolicited supplemental materials to City employees or Officials may result in rejection of the proposal.

DISCRIMINATION POLICY:

The City of Joplin advises the public that it does not discriminate against any person on account of race, color, religion, creed, sex, age, ancestry, or national origin, and that such nondiscrimination is extended to procurement of materials and/or the provision of municipal services.

WAIVER:

The City reserves the right to waive any variances from the original RFP in cases where the variances are considered to be in the best interest of the City.

INSURANCE:

The Bidder or Bidder that is awarded a contract shall maintain during the life of the agreement and furnish to the City the appropriate Professional Liability, Commercial General Liability, and Workers Compensation insurance certificates listing the City of Joplin as an “Additional Insured” during the Term of the Agreement, and a copy of such “Additional Insured” endorsement must accompany the certificate.

METHOD OF AWARD / SELECTION:

It is the desire of the City to award a single contract for the entire scope of services outlined in this request for proposals. All proposals are subject to staff analysis. The City of Joplin reserves the right to accept or reject any and all proposals received.

The proposals will be evaluated by the City. A response summary of proposals will be available by contacting Michelle Ducre, Director, HR and Risk Management. The response summary will only include the names of the companies that submitted proposals that were delivered by the required RFP submittal date and time. Until award of the contract, the Responses shall be held in confidence and shall not be available for public review.

INDEMNITY:

The Bidder shall, at all times, fully indemnify, hold harmless, and defend the City and its officers, members, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this contract by the Bidder and its employees, or because of any act or omission, neglect or misconduct of the Bidder, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise.

Such indemnity shall not be limited by reason of the enumeration of any insurance coverage herein provided.

Nothing contained herein shall be construed as prohibiting the City, its directors, officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions, or suits brought against them.

The Bidder shall likewise be liable for the cost, fees and expenses incurred in the City’s or the Bidder’s defense of any such claims, actions, or suits.

PAYMENT TERMS AND CONDITIONS:

The City's payment terms are Net 30 days. The City is exempt from Missouri sales and use taxes and will not pay taxes for any product or service. A copy of the City's tax-exempt certificate shall be presented to the Bidder or Bidder that is awarded a contract.

Inquiries concerning this Request for Proposals shall be directed to:

Michelle Ducre
Director, HR and Risk Management
City of Joplin
602 S. Main Street
Joplin, Missouri 64801
Phone: (417) 624-0820 ext. 1210
hr@joplinmo.org

END OF TERMS AND CONDITIONS

CITY OF JOPLIN, MISSOURI RFP # 2026-RFP-07

SCOPE OF SERVICES

Services will include, but are not limited to the following: (City staff will not participate in the valuation process except to occasionally answer questions)

1 **Conduct a Physical Inspection:**

- Visit and inspect each building/property to assess its condition, layout, contents and features.

2. **Collect data:**
   Gather data on building characteristics including size, age, and any recent renovations. Collect data on contents and upgrades made within each location.

3. Market Analysis:

- Analyze recent market trends and comparable property sales in the area.
- Evaluate the potential impact of the location and property use on value.
- Research county assessor records or other property databases to determine if there are other City facilities, parking lots, or other such owned property that must be accounted for and include in the report.

4. **Valuation Reporting:**

- Provide a detailed valuation report for each building (which includes building contents), including a written summary, supporting data, and an opinion of value.
- Include photographs, floor plans, and any other relevant documentation.
- Provide itemized detail and values of land improvements such as fencing, lighting, etc.
- Provide Insurance valuation for properties to include:
  a. Replacement Cost
  b. Actual Cash Value
  c. Exclusion amount (typically not covered by property insurance)
  d. Year built
  e. Location/address
  f. Building construction type
  g. Number of floors
  h. Roof Construction Type
  i. Square Footage
  j. Indication of Fire Protection and smoke alarm systems

5. Consultation:

- Offer recommendations for potential improvements or actions that may affect the building's or property's value.
- Provide a final presentation of findings to the City.

CITY OF JOPLIN PROPERTIES, FACILITIES

Note: The City of Joplin has properties for the following operations/departments (this is a snapshot): The current SOV will be available on the bid site http://www.joplinmo.org/bids.aspx

1. **Public Safety** (2 police stations, evidence building, towers, radio transit station, police garage, storage facility, public safety training center, municipal court and DA's offices, dispatch, 7 fire stations, offices)
2. **Health Department**
3. **Parks** (Museum Complex, BMX Bike Park, Swimming Pools, Golf Course, 22 parks, 4 cemeteries, a baseball stadium, community center, concessions stands, storage, Athletic Complex and Memorial Hall, etc.)
4. **Public Works** (2 wastewater treatment plants, regional airport with a fire station, hangars, terminal, vault building, old FAA tower, recycling center, traffic signal and sign making shop, admin offices for streets, central garage, public transit barn and vehicles, bike lockers, benches, shelters)
5. **City Hall** (Admin offices: HR, CVB, City Manager, Legal, City Clerk, Communications, Finance, IT, Planning, Development, & Neighborhood Improvement, Public Works Engineering and Stormwater Operations)
6. **Archive Records Facility and Joplin Public Library**

PROPOSAL REQUIREMENTS

Proposals must include the following components in the specified order:

1. Bidder Overview

Bidder Profile:
- Brief history of the Bidder, including its formation and evolution; number of years in business and relevant experience in valuation assessments.
- Core competencies and areas of specialization relating to building valuation, appraisals, etc.

Legal Structure:
- Type of business entity (e.g., corporation, LLC, partnership) / Name or Ownership Changes in the last five years
- Business licenses and certifications relevant to property valuation.

Office Locations:
- Address of the main office and any branch offices.

Insurance:
- Proof of professional liability, general liability insurance, and worker's compensation coverage.

2. Approach and Methodology

Assessment:

- Description of the methods and processes to be used for the valuation of city property, buildings, contents.
- Techniques for property inspection and data collection.
- Approach to market analysis and cost comparison to similar properties.

Tools and Technology:

- Software and tools used for valuation and reporting.
- Any innovative methods or technologies applied in the assessment process.

Quality Assurance:

- Procedures for ensuring the accuracy and reliability of the valuation results.
- Internal review processes and checks.

Sample Reports:

- Examples of previous valuation reports or case studies from similar projects, including anonymized or redacted information as needed.

3. Project Timeline

Detailed Timeline:

- A project schedule outlining key milestones, (dates for each project phase and deadlines), including:
  - Initial estimated commencement of project.
  - Completion of property inspections.
  - Delivery of preliminary findings.
  - Final report submission.

Milestones and Deliverables:

- Specific deliverables due at each milestone.
- Any interim reports or draft documents provided for review.

4. Cost Proposal

Cost Breakdown:

- Detailed pricing for each component of the project, including:
  - Cost per building assessment.
  - Fees for market analysis and valuation reporting.
  - Any additional costs (e.g., travel expenses, administrative fees).

Payment Terms:

- Payment schedule (e.g., deposit requirements, progress payments).
- Accepted payment methods.

Price Validity:

- Duration for which the proposed prices are valid.

Discounts:

- Any available discounts for early payment or bulk work.

5. References

Provide at least four (4) references of current or past clients. List any municipalities with 50 or more properties, buildings or assets for which you have valued.

- Municipality or Agency name
- Address, city, state, zip
- Contact information
- Years of client relationship
- Description of project scope (# buildings, properties/ value of project, systems used)

6. Project Team

Key Personnel:

- Names and roles of the team members who will work on the project.
- Detailed resumes for each key person, highlighting relevant appraisal and property valuation experience and qualifications, projects completed and clients.

Organizational Structure:

- Diagram or description of the project team's structure and reporting lines.
- Identification of the project manager and their responsibilities.

7. Supplemental Information Form (required)

Submission Instructions
Ensure that all required components are compiled and submitted according to the provided instructions. Proposals should be organized and clearly labeled with the above sections 1-7 and its contents to facilitate the evaluation process.

Evaluation Criteria

The City reserves the right to select the Bidder who best meets the "overall" needs of the City of Joplin based primarily on the following criteria (not listed in any order of importance):

Cost/Value 40%

- Pricing structure, transparency, fixed rates, justification for expenses, financial stability, support/maintenance, value beyond price

Bidder Experience/Qualifications 30%

- Proven track record, client satisfaction, staff experience, responsiveness, final product, post project support

Technical Approach/Methodology 25%

- Technology, systems used; Proposed work plan, understanding of scope, risk/ compliance considerations

Timeline 5%

- Timeline chart and feasibility, resource assignment

Supplemental Information (use additional sheets as necessary):

1. Name of primary contact, address, phone number, email, and website.

_____

_____

2. What day(s) and time(s) is the primary contact available?

_____

_____

3. Disclose any potential conflicts of interests related to the project or City officials/staff.

_____

_____

_____

4. Describe any assistance or resources requested of the City of Joplin to complete the project (staff time, etc.)

_____

_____

5. Describe any lawsuits, complaints or judgments against said Bidder in the past five (5) years.

_____

_____

Printed Name and Title of Person Completing this Form:

_____ _____

Printed Name Title

END OF SCOPE OF SERVICES

CITY OF JOPLIN, MISSOURI

PROPOSAL FORM

Signature of proposer indicates that the proposer understands and will comply with all terms and conditions, and all other specifications made a part of this Request for Proposals and any subsequent award or contract. All terms, conditions and representations made in this invitation will become an integral part of the contract.

In compliance with this Request for Proposal # 2026-RFP-07 and to all the conditions imposed herein, the undersigned offers and agrees to provide a proposal for Building and Property Appraisal Services for the City of Joplin in accordance with the scope of services and intent of the request for proposals contained herein.

Proposal Form shall be attached to respondent's proposal.

Indicate whether:

( ) Individual ( ) Partnership

( ) Corporation (Incorporated in the State of _____)

BIDDER: _____ SIGNATURE: _____

ADDRESS: _____ NAME: _____

CITY: _____ TITLE: _____

STATE/ZIP: _____ PHONE NO.: _____

TAX ID NO.: _____ DATE: _____

Acknowledge the receipt of addenda by initialing box below as appropriate.

Addenda 1 _____ Addenda 2 _____ Addenda 3 _____ Addenda 4 _____